

City of Lynchburg

Office of Procurement
900 Church Street, Lynchburg, VA 24504
Telephone No: 434-455-3970
Fax No: 434-845-0711

ADDENDUM NUMBER 1

Date: March 16, 2005

From: FLORENCE RANDOLPH _____

RE: BID NO. 05-00000245 – PAINT EXTERIOR OF THE LYNCHBURG POLICE DEPARTMENT, WEST BUILDING, 805 COURT STREET. BID DATE REMAINS UNCHANGED FOR WEDNESDAY, 3:00 P.M., MARCH 30, 2005.

In reference to the above Invitation for Bid, please make the following additions/clarifications:

The attached addendum is a result from the optional pre-bid meeting held on March 15, 2005, and additional questions received.

Alternate: (Additional Painting) Paint all previously painted gutters and downspouts attached to the building, excluding the gutters and downspouts on the side and corner of the building closest to the old Courthouse.

Total alternate Cost for gutters and downspouts painting, do not include in base bid price.
\$ _____.

Questions regarding the Building Site:

The City's designated contact after award of this project shall be Randy Dalton, City's project manager at telephone (434) 455-4407.

Work Plan:

The Contractor **shall** include with their **quote, a brief description** of how they plan to complete the project.
Failure to submit a plan will be cause for rejection of your bid.

Kick Off Meeting:

Prior to start up of the project the Contractor and project manager shall meet and review the work plan and discuss any relevant issues that may become problematic during the project.

Materials:

Contractor shall only use materials compatible with existing materials that will ensure proper bonding and longevity of surfaces. All finishes and colors shall match existing unless directed otherwise, by the City's project manager or his authorized representative.

All tools and equipment used in the performance of the work (i.e. brushes, rollers, sanders, drop clothes, sandpaper, hand tool, etc) shall be provided by the Contractor and included in the base bid price.

Touch-up Paint:

At the completion of each job, the contractor shall supply the City's project manager or his authorized representative one (1) quart of unopened paint for each color used. The quart shall be clearly labeled with the job name, manufacturer and color code.

Worker Skill Level:

The contractor shall provide workers who are fully trained to the skill level necessary to complete the job in a satisfactory manner. Should the City determine that a worker is not competent to complete a job, the City reserves the right to require replacement personnel. If contractor refuses to provide replacement competent workers the City reserves the right to terminate the contract.

Supervision:

The Contractor(s) will be required to have a job site supervisor present at all times that work is being performed.

Protection/Damages:

The Contractor's is responsible for notifying City personnel 24 hours before any work proceeds in the City facilities. The Contractor shall post proper warning signs and/or barriers where necessary.

While performing painting services for the City under this contract, the contractor shall protect city property and adjacent property, buildings, etc. Contractor shall be held responsible for any damages caused by Contractor's employees and/or sub-contractors to City property or any adjacent property, buildings, etc. The contractor shall be solely responsible for coordination and settlement of all claims by property owner, as directed by the City and at no cost to the City.

If shall be the responsibility of the Contractor to report to the project manager or his designee any damage found prior to any work at job site.

Site Inspection:

The Contractor must inspect the site and submit a bid cost. It shall be the full responsibility of the Contractor to visit and inspect the location prior to the submission of a bid. No variation in price or conditions shall be permitted based on claims of not being knowledgeable, aware, or informed of all requirements and specifications for a job assignment. Submission of the bid is evidence the Contractor has familiarized himself with the nature and extent of the work and any local conditions that may, in any manner, affect the scope of the work to be done, and the equipment, materials and labor required.

Inspection must be scheduled by contacting the City's project manager, Randy Dalton, Construction Coordinator, at telephone 434/455-4407.

Inspection:

Project manager reserves the right to inspect work in progress as well as make final inspection to approve completed work.

DURING BID PROCESS, ANY AND ALL QUESTIONS SHALL BE DIRECTED TO THE CITY'S PROCUREMENT DIVISION, 434/455-3970 TO THE ATTENTION OF FLORENCE H. RANDOLPH, PURCHASING TECHNICIAN.

THIS ADDENDUM MUST BE SIGNED AND RETURNED AS PART OF THE ORIGINAL PACKAGE.

Florence H. Randolph
Florence H. Randolph, Purchasing Technician

READ TERMS AND CONDITIONS AND SIGN

In compliance with the above Invitation for Bid, and subject to all the conditions hereof, the undersigned offers and agrees to furnish any or all of the services in the attached signed bid or as mutually agreed upon by subsequent negotiation.

Company Name:

Authorized Signature:

Print Name:

Address:

Title:

Telephone #:

Date:

Fax #: